



Bureau of Emergency Medical Services

Expired Iowa EMS Provider Re-Certification and Reinstatement Procedures

The State of Iowa currently has 3781 unique Emergency Medical Service (EMS) providers who have allowed their certification to expire since the beginning of 2010.

Emergency medical care providers must be actively certified by the Iowa Department of Public Health's Bureau of EMS to function as an EMS provider in the State of Iowa. Any individual whose Iowa EMS provider certification has expired or been revoked may apply for recertification/reinstatement.

This document provides information regarding the process developed by the Iowa Department of Public Health for EMS Recertification or Reinstatement.

Recertification Procedures:

EMS Providers who have allowed their certification to expire, and have **COMPLETED** all continuing education requirements during the certification period, are eligible to complete the late renewal process. To submit a late renewal, complete the **Affirmative Renewal Application**, located at: <http://www.idph.state.ia.us/ems/certification.asp>. This document must be submitted along with appropriate EMS level certification fees, plus a \$30 late fee, and the required audit information. Required audit information includes: 1) Date of course(s) 2) Title of course(s) 3) Number of hours approved 4) EMS Sponsor number(s) 5) Appropriate signatures (if required) 6) Proof of current CPR training.

Reinstatement Procedures:

EMS Providers who have allowed their certification to expire, and **DID NOT COMPLETE** all continuing education requirements during the certification period, must complete the reinstatement process. The reinstatement process includes completing a **reinstatement application**, followed by completing specific refresher training, a practical examination, and a written examination. The steps to completing reinstatement follows:

1. Prior to taking the refresher training and taking the required examinations, the **Iowa EMS Reinstatement Application** www.idph.state.ia.us/ems/certification.asp must be completed and sent along with a \$30.00 application fee to the Bureau of EMS at Iowa Department of Public Health, Bureau of Emergency Medical Services, Lucas State Office Building, 321 E 12th St, Des Moines, Iowa 50319. The reinstatement application fee does not include continuing education, practical evaluation or computer testing fees.
2. Upon receipt of the completed Iowa EMS Certification Reinstatement Application and application fee, the Bureau of EMS will review the application and determine qualification for approval. If approved, the EMS Bureau will send an **Iowa EMS Certification Reinstatement Preliminary Approval** form. Preliminary approval by the Bureau of EMS is required prior to enrollment in an Iowa EMS training program for completion of the required refresher training or testing.
3. Once the Iowa EMS Certification Reinstatement Preliminary Approval form is received the provider will complete the following reinstatement requirements:

- a. An approved refresher program sponsored through an Iowa EMS training program.
- b. National Registry of Emergency Medical Technician (NREMT) practical evaluation and computer testing for the level of EMS certification being reinstated.

When the applicant completes the training requirements and successfully completes the practical evaluation the documentation is submitted by the applicant to the Bureau of EMS. The documentation is reviewed by the Regulatory Officer to confirm minimum education requirements and practical exams are complete. The applicant will receive special instructions to take the NREMT exam for re-instatement. The applicant must successfully complete the national computer based examination, the bureau should receive the notification directly from NREMT. However, the applicant should also forward the e-mail received from NREMT confirming successful completion to the Bureau of EMS Regulations Manager. The provider's certification will be updated to an active status in the System Registry a new certification card will be sent to the provider.

The reinstatement requirements shall be completed within one (1) year after the approval Reinstatement Preliminary Approval form is received by the provider. This time period is inclusive of all testing requirements.

Please direct questions to the Iowa Department of Public Health Bureau of EMS at: 515-281-0620 or 800 728-3367.